

ADDING A CLIENT WITH REPEAT ADMISSION

MainMenu Frameset - Microsoft Internet Explorer provided by State of South Dakota

Client Search

Providers: Human Services Center Adult Chemical Dependency Treatment Program - Gateway

Last 4 of SSN: DOB: Sex: First 2 Characters of Mother First Name:

Local ID: UniqueID:

Last Name: First Name:

Unique ID	Last Name	First Name	Provider	Local ID
123401011950MHE	Bond	James	Human Services Center Adult Chemical Dependency Treatment Program - Gateway	007

1. **First**, search for the client on the “Client Search Screen, highlight the record and click on the “ADA Admissions” tab located on the bottom of the screen.

ADA – Admission/Re-Admission

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ADA: Admission/ReAdmission for: 123401011950MHE

Pend	Admission Date	Provider	Satellite Office	Discharge Date
False	07/01/2008	Human Services Center Adult Chemical Dependency Treatment Program - Gateway		08/20/2008

Show Details

Add Edit Cancel

The above screen will open and will reveal all previous admission records for that selected client.

2. **To add a new admission record for a client with a previous admission,** click on the “Add” tab and the “Client Information Screen” will open up with the client’s previous information being listed. Make any changes and save the record. Then proceed to click on the “ADA” tab located on the top menu bar. This will open up the “ADA Adm Info” screen and once again the information from the previous admission will be listed on the screen, however it will be placed in the “Pending” mode. This will permit any changes to take place and once the record has been updated, click on the “Save” tab located on the bottom menu to save the record for the new admission record.